

# Muhammad Saleem Ali

International City, Dubai

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## **Profile Summary**

Highly motivated and oriented experience in FMCG, managing employee relations, recruitment, documentation and administrative tasks. Skilled in conducting interviews, maintaining employee records, office work and coordinating training programs. Seeking an opportunity to utilize my strong organizational skills and passion for fostering a positive workplace culture in a dynamic environment.

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## **Work Experience**

### **Supervisor**

**Shaan Food Warehouse Multan, Pk**

**Jan 2021 – Dec 2023**

- Organize all activities & assign jobs accordingly to warehouse staff.
- Supervise stock control, ensure storage, retrieval and timely delivery of goods, shipment loading & transferring; document recording and data entry into system.
- Planning, organizing and controlling of assigned Warehouses over-all operations.
- Constantly plan out warehouse resources and activities in relation to company objectives.
- Make plans to develop staff, follow up & control daily absence / over time and inform the same to Supply chain Manager.
- Ensure that workplace's health and safety requirements are met and take responsibility for the security of the building and stock.
- Maintain housekeeping of warehouse and surrounding area.
- Issue Inventory report, IN/OUT status report, dead stock report to Warehouse Manager.

### **Document Controller**

**Bhatti Construction Company, PK**

**Jan 2018 – Dec 2020**

- Managed and organized all project documentation, including drawings, specifications, and reports, ensuring timely distribution to project team members.
- Implemented document control processes and procedures to improve efficiency and accuracy in document management.
- Reviewed all incoming and outgoing documents for accuracy, completeness, and compliance with project requirements.
- Collaborated with project managers, engineers, and other stakeholders to resolve any document discrepancies or issues in a timely manner.

### **Customer Support Executive**

**Jazz Franchise Vehari**

**Feb 2013 – Jun 2016**

- Built strong relationships with the field operations team to support business development opportunities and improve service.
- Established and monitored customer service standards by employing recognized and comprehensive benchmarks.
- Identify and assess customers' needs to achieve satisfaction.

- Listened to customers' questions and concerns to provide answers or responses.
- Maintained consistent communication with the leadership team to manage customer.

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## **Education**

MS Economics COMSATS University, PK	2016-2018
Master of Science in Economics Islamia University Bahawalpur, PK	2008-2010
Graduation (BA) Bahauddin Zakariya University, PK	2006-2008

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## **Professional Skills**

- Strong IT skills in MS office including outlook, excel and word.
- Good attention to detail.
- The ability to multitask.
- Highly organised.
- Compliance and time management
- Excellent communication skills.
- Proficient typing skills.
- Excellent written and communication skills
- Administrative Support
- Organization Skills

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## **Certification**

- Computer Application Diploma
- Environmental safety
- NEBOSH

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## **References**

Provided on demand